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ABSTRACT

This guide provides adult education programs with information gathered and issues encountered when a local adult basic education (ABE) program provided child care services. The approaches discussed are intended for possible adaptation in ABE programs where such a need exists. Section 1, Project Description and Results, gives program background and describes the two tested delivery systems providing the support service of child care to ABE students: (1) daytime child care at a location away from the site of the ABE class and in a cooperative effort with a currently existing day care center and (2) part-time child care provided in the same location as the class. An evaluative summary provides statistics and discussion. Child care forms are appended. Section 2, Legal and Insurance Issues, reports results of a consultation with a local school corporation attorney regarding legal aspects of ABE programs providing child care services and of an evaluation (with recommendations) regarding insurance liability issues. Section 3, Currently Existing Alternatives, highlights five ABE program sites where child care services of three types are being provided for adult students: cooperation with vocational education, cooperation with other agencies, and use of paraprofessionals. Section 4 is a Parenting Bibliography that cites books, pamphlets, workshop/study units, and films. (YLB)

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Child Care Alternatives For A. B. E. Students

A How - To - Guide

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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June, 1980

This guide was designed and developed by the Blue River Vocational Technical Center Adult Basic Education program in response to the FY 80 Adult Education Pilot Projects Request for Proposals: To Provide Child Care Services for Adult Basic Education Students. Funding was provided through a nine month grant from the Indiana Department of Public Instruction, Division of Adult and Community Education under Section 310 of the Adult Education Act, P.L. 91-230, as amended, Grant #FY 80-8079P. The content of this material does not necessarily reflect the position or policy of the State of Indiana or the U.S. Office of Education.

PREFACE

This guide will provide adult education programs with information gathered and issues encountered when a local A.B.E. program provided child care services. It is hoped that one or more of the approaches discussed can be adapted for use in all A.B.E. programs where there is a need for child care services.

The project staff wishes to thank

Carolyn Dowell
Director, LaPetite Academy
Shelbyville, Indiana

and

First Christian Church
Shelbyville, Indiana
Rev. James Horner, Pastor

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Vicki Hobbs

TABLE OF CONTENTS

Preface ii

Table of Contents iii

I. PROJECT DESCRIPTION AND RESULTS

A. Program background 1
B. Child care at a location away from the site of classes/child care provided by another agency in a cooperative effort..... 4
C. Part-time, open enrollment child care provided in the same location as classes..... 7
D. Evaluative Summary 8

II. LEGAL AND INSURANCE ISSUES

A. Lawyer opinions and recommended forms.....27
B. Insurance consultant recommendations.....32

III. CURRENTLY EXISTING ALTERNATIVES

A. Cooperation with Vocational Education.....35
B. Cooperation with other Agencies.....38
C. Use of paraprofessionals 40

IV. PARENTING BIBLIOGRAPHY

I. PROJECT ACTIVITIES AND RESULTS

A. Program background information

In August 1979, the State of Indiana Department of Public Instruction, Division of Adult and Community Education issued a FY 1980 Adult Education Pilot Project Request for Proposals: To Provide Child Care Services for Adult Basic Education Students. The Adult Education Act, P.L. 91-230 as amended, for the first time allowed adult education program funds to be used for child care. Since no increase in funds was granted to provide this service, information gathered by a child care pilot project on feasibility was critical. State objectives for the pilot/demonstration project on providing child care for A.B.E. students were:

1. Obtain information about the legal, logistical, and programmatic issues involved in providing child care services.
2. Collect data about the effects of providing child care upon the recruitment, enrollment, and retention of priority students.

The project would operate from October 1, 1979, through June 30, 1980.

The Blue River Vocational Technical Center Adult Basic Education program has been serving the undereducated adults in Shelby County since May, 1974 in an expanding and ongoing manner. The lack of availability of child care services in Shelby County had been a growing concern of the Blue River Vocational Technical Center Adult Basic Education program for several years.

Documentation earlier this year, reinforced our concern. The Adult Education Survey conducted by the Adult Basic Education program in April in Shelby County, indicated that 26% of responding individuals and 50% of the agencies contacted felt the lack of child care to be a major obstacle to attending Adult Basic Education classes. Our FY 1979 Annual Performance

Report showed that 85% of the Adult Basic Education participants were women and 95% of these were in the 16-44 motherhood age range. A recent series of local newspaper articles by Shelby County Welfare Director, Ruth Alewine, stated 147 of 150 Shelby County AFDC recipients were women; 70% of these are non-high school graduates, and 4 of 5 are in single parent homes.

In response to this need, the Blue River Vocational Technical Center Adult Basic Education program submitted a request and was granted 310 pilot project funding. The general goals of this project were to provide the support service of child care to adult basic education students via two alternative delivery systems and to evaluate the impact of each on the Adult Basic Education program,

The two delivery systems tested were: daytime child care at a location away from the site of Adult Basic Education day lab class and in a cooperative effort with a currently existing day care center; and a two evening a week class established in a local church with child care provided at the same location as the Adult Basic Education class.

The Blue River Vocational Technical Center Adult Basic Education director was responsible for administration of this project. Only the Blue River Vocational Technical Center Shelbyville Adult Basic Education sites were involved in this pilot project because of their longer established existence for comparison purposes.

The Shelby County Adult Basic Education recruiter and teachers contacted current and potential Adult Basic Education students regarding child care services available and provided an ongoing estimate of who would be using the services.

An accelerated A.B.E. recruitment campaign was conducted in December highlighting the child care services. Presentations were made on local radio and cable T.V. Articles appeared in the local newspaper and the monthly A.B.E. student newsletter.

Flyers were distributed in local grocery bags on peak shopping days. Letters were sent and visits were made to Adult Education survey respondents. The A.B.E. recruiter visited A.B.E. classes with child care information.

Child care teachers were employed for each child care location. These teachers kept records of who used the services and how often they were used. A cooperative ticket system between the Adult Basic Education classroom teachers and the child care teachers provided a monitoring system for the services. Enrollment, progress and retention characteristics of students using services were collected on specially designed data sheets.

The A.B.E./Pilot Project Director visited five local A.B.E. program sites where child care services are currently being provided for adult students. These programs are highlighted in Section III.

Local school corporation attorney, Robert Adams (BA Wabash 1964, JD Northwestern University 1967) was consulted regarding legal aspects of A.B.E. programs providing child care services. Jack G. Harris, Vice President, Insurance Audit and Inspection Company, Indianapolis, was contracted to evaluate and make recommendations regarding insurance liability issues in providing child care services. These results are reported in Section II.

B. Child care at a location away from the site of classes/child care provided by another agency in a cooperative effort

The location of the Adult Basic Education daytime learning lab at Blue River Vocational Technical Center has no facilities appropriate for providing child care. It was necessary to identify another location where these services could be provided for A.B.E. day students. This alternative required much more administrative time and organization than was originally anticipated.

The original site selection, a local church sponsored day care center, was promptly vetoed by a church trustee board which was reluctant to become involved with a federally funded program.

Fortunately, the project received much greater support from the other day care center in Shelbyville, LaPetite Academy. The initial establishment of agency support cannot be overemphasized. Expectations on both sides must be clearly stated. An ongoing communication network must be created. Written agreements signed by both the educational and child care agencies must be developed.

In December, LaPetite Academy began providing daytime care for A.B.E. students' children who were over two years of age. LaPetite Academy is a private day care center licensed by the Indiana State Department of Public Welfare-Child Welfare Services. At the time of our initial agreement, the Academy was licensed to take only children over two years of age. The center director was, however, willing to use some available space to provide infant/toddler care. This area would be equipped and staffed by the project and be available only to A.B.E. students. The licensing ratio of two staff per five infants/toddlers caused the cost factor of providing such care to be prohibitive for LaPetite to undertake for the general public.

State licensing requirements for infants/toddlers (ages 6 weeks to 2 years) care are of necessity tedious. The LaPetite Director graciously handled all paperwork and inspections.

However, the A.B.E./pilot project Director attended several meetings with State Child Welfare social workers, nurses, and dieticians and visited an exemplary day care center in Columbus. She also adhered to State licensing requirements in purchasing necessary equipment and hiring necessary staff.

By mid-January, open-enrollment child care was available for all children of A.B.E. day lab students during day lab hours, Monday through Thursday 9 am to 4 pm, free of charge. Children ages two and up were provided adequate supervision and planned activities in age groups staffed by existing LaPetite personnel. A maximum of three infant/toddlers were cared for by the Blue River Vocational Technical Center child care instructor. All recordkeeping was kept in compliance with state regulations.

LaPetite Academy is located one-half mile from Blue River Vocational Technical Center and parents were responsible for providing transportation to and from the Center for their children, with one exception. Shelbyville Central Schools has a centralized kindergarten which provides no bus transportation. Student-parents whose children needed to be picked up from morning kindergarten, or taken to afternoon kindergarten, while they were in school could make arrangements with LaPetite to have their van provide the transportation.

A pass system was developed to aid in monitoring use of LaPetite by students. The A.B.E. day lab instructor signed and dated a time card which indicated the number of hours spent per day in A.B.E. class. Students were allowed 15 minutes after leaving A.B.E. class to pick up their children before being charged $1.00 for the first 15 minutes and $2.00 for every 15 minutes thereafter by LaPetite Academy. No one has yet abused the use of the child care services, thus this fine has never been imposed.

Participating students' progress was continuously evaluated, as is that of all A.B.E. students. The A.B.E. instructor

integrated appropriate child development/parenting learning activities into the educational plan for participating parents. (See Bibliography Section IV.)

Each month, participating students were given the opportunity to evalute the child care services and particular aspects of the care their children were receiving. All comments were discussed during monthly meetings with the LaPetite director, or if warranted, with immediate phone calls or visits.

Monthly meetings with the LaPetite director also included negotiating the monthly bill for services. This was based on the number of children and hours present. Special pilot project funding and unique cooperative features permitted more flexibility than a regular program could allow in this area.

C. Part-time, open enrollment child care provided in the same location as the adult education class

As previously mentioned, Blue River Vocational Technical Center, the site of Shelbyville A.B.E. classes, does not have adequate facilities to provide child care services on site. LaPetite Academy is only open until 6 pm. As a result of these two factors, an alternative evening A.B.E. class was established in Shelbyville at the First Christian Church. An agreement was made with the church board and $5.00 per class night was donated on a monthly basis to cover utility and maintainance costs of class and nursery space.

This class was located in the central city on Monday and Thursday evenings. A.B.E. night classes are held at Blue River Vocational Technical Center Tuesday and Wednesday evenings. The time was originally scheduled for 7 to 9 pm but was changed to 6 to 8 pm when parents began leaving class at 8 pm to get their children home to bed. Nursery facilities at the church were available to provide child care during class hours. The A.B.E recruiter was hired as child care instructor for this class. She has been with the Blue River Vocational Technical Center for three years and had experience in providing child care.

A.B.E. students enrolled their children as they enrolled in A.B.E. class and filled out a personal data sheet on each child. Children ages six months to 10 years were accepted for care. The ratio of one staff to 10 children was maximum. A variety of educational materials and planned activities were provided for participating children.

Parents met for class in an adjacent classroom. They were provided with child development/parenting curriculum materials in their learning plans. Their progress was regularly monitored. They also had the opportunity for monthly evaluations of child care services. Because of the proximity of class and nursery no pass system was necessary.

D. Evaluative Summary

1. PARTICIPATING A.B.E. STUDENTS

LaPETITE ACADEMY - DAYTIME

ENROLLMENT DATA

13 Registered 13 Enrolled

100% Retention

All new recruits since child care provided.

PERSONAL DATA

11 Women

2 Men

Ages: 16-24 - 4
25-34 - 8
35-44 - 1

7 would have been unable to attend without child care

4 would have presented a hardship

PRIORITY NEED GROUPS

5 Immigrants (25%)

11 Low Economic (CETA, Welfare) (85%)

BEGINNING AND PROGRESS LEVELS

Beginning	Progress
ESL.....5	2 completed GED test
Level 1 Phase 1...6	others still attending as of May, 1980
Level 1 Phase 2...2	

TOTAL CHILDREN

6 Infant/toddler
4 two year olds
1 three year olds
5 four year olds
3 five year olds
4 school age

23 Total

HOURS OF ATTENDANCE

Contact hours	Average per student
1109	85 per student

2.

PARTICIPATING A.B.E. STUDENTS
FIRST CHRISTIAN CHURCH - EVENINGS

ENROLLMENT DATA

7 Registered 6 Enrolled
(86% retention)
All new recruits since child care provided.

PERSONAL DATA

6 Women
1 Man

Ages: 16-24 - 4
25-34 - 3
35-44 - 0

6 would have been unable to attend without child care

PRIORITY NEED GROUPS

0 Immigrants
6 Low Economic (CETA, Welfare) (86%)

BEGINNING AND PROGRESS LEVELS

Beginning	Progress
ESL.....0	3 completed GED tests
Level 1 Phase 1...0	others still attending as of May 1980
Level 1 Phase 2...7	

TOTAL CHILDREN

8 Preschool
5 School age

HOURS OF ATTENDANCE

Contact hours	Average per student
90	13 per student

3. TOTALS - PARTICIPATING A.B.E. STUDENTS

ENROLLMENT DATA

20 Enrolled — 19 Registered

95% Retention rate (one student not retained was still attending but did not have 12 hours when class ended

(56% Retention rate - Blue River Voc. Tech. Ctr. program)

PERSONAL DATA

17 Women
3 Men

Age Groups: 16-24 - 8 (main child-bearing years)
25-34 - 11
35-44 - 1

13 would have been unable to attend without child care (65%)

4 would have presented a hardship

PRIORITY NEED GROUPS

Child Care project			Blue River Voc. Tech. Ctr. Program
16	80%	Low economic (CETA, Welfare)	52%
5	25%	Immigrants	10%
17	85%	Women	83%
7	35%	Low functional (below 4)	21%

BEGINNING AND PROGRESS LEVELS

Beginning

ESL..... 5
Level 1 Phase 1..... 2
Level 1 Phase 2.....13

100% Level 1
(BRVTC program ave. 95%)

Progress

2 Level 1 Phase 1 completed and progressed to Level 1 Phase 2

5 Level 1 Phase 2 completed, progressed to Level 2, and passed GEDs

All others still attending

Student retention rate and percentage of priority need groups reached were excellent and far exceeded these statistics for the total Blue River Vocational Technical Center A.B.E. program

INSTRUCTORS, CONTRACTED SERVICES, AND MATERIALS

$2,559.00

At least one third of the material and contracted services cost was a one time charge and would not need to be duplicated. This would substantially reduce continuation costs.

PARTICIPATING CHILDREN

27 Preschool
9 School Age

$71.00 cost per child $2.13 cost per contact hour

EVALUATIVE SUMMARY

The preceding statistics in themselves provide some clear evaluative criteria. However, the following evaluative conclusions and/or recommendations on A.B.E. programs providing child care services may also be helpful.

It is essential to have an initial survey documentation of large numbers of A.B.E. students or potential students desiring child care services. There should also be a definite lack of child care alternatives for the A.B.E. target population. Otherwise, results are not worth the effort. - The Spring 1979 Adult Education Survey gave just the information needed to determine need.

Where at all possible, cooperate with existing specialists in child care. Obtain signed cooperative agreements with other agencies. Delegate as much responsibility as possible to others for child care services. - LaPetite Academy has the child care needs of the community at heart. They have the specially designed facilities available. In the current economic period of high unemployment, enrollment at LaPetite is below capacity. Parents are out of work and children stay at home with them. This situation may encourage the spirit of cooperation.

Allow adequate lead time prior to implementing child care services into the A.B.E. program. Coincide the initial provision of child care services with the beginning of the A.B.E. year. This will permit all recruitment and publicity efforts to fully make use of the benefits of child care services. - The recruitment benefit was greatly reduced by the fact that child care services did not become available in the pilot project until late November when the additional evening class was started. Even though additional recruitment publicity thrusts were made in December, the

back-to-school time in September, would have been the time to draw more students.

A location easily accessible to the parent A.B.E. student is necessary. Parents seemed more comfortable leaving their children at an on-site location for child care. If the services are provided away from the class site, transportation difficulties must be considered.

Infant/toddler day care establishment in conjunction with an agency licensed for such care or with a high school mother program would be desirable. However, an A.B.E. program undertaking total set up on their own is unadvisable. Children under two require much more time and effort.

Some aspects of providing this kind of support service to students are very low cost. Non-certified personnel can be used. Often volunteers or other low cost staff can be found. Only a minimal amount of materials and equipment are needed. These are for the most part nonconsumable and require a one time only financial outlay.

Use and abuse of child care services must be closely monitored. - During the pilot project, no abuses took place. This may have been luck or the fact that preventative measures were taken. In some cases, it may be necessary to impose time limits for students to be in class and use the child care services, possibly two to four hours. This might arise from large numbers of students using the service or A.B.E. students "killing time" in class to be away from the kids.

Providing child care for A.B.E. students is a service which will vary greatly from program to program and even from class to class within a given A.B.E. program. Local needs and program priorities will be of prime consideration. If there is a firm belief that providing child care services will increase recruitment and retention of the target population, then assemble all available resources and Good Luck!

Kris Vawter, Family Editor

Wednesday's Family NEWS

SECOND SECTION THE SHELBYVILLE NEWS WEDNESDAY, DECEMBER 19, 1979

Free babysitters available

ABE is opportunity knocking

By KRIS VAWTER

Even a full-time mother no longer has the kids as an excuse for not getting to class. Ditto for dad or grandma who watches the young ones while mom works part-time at the drug store. At least that's the word from one classroom in Shelby County.

Sue Southworth, Adult Basic Education recruiter said potential as well as enrolled ABE students with young children have qualified babysitters available to them. The service is free of charge while they're attending ABE classes at Blue River Vocational-Technical Center during the day or in the evening.

Mrs. Southworth said daytime care is available for youngsters two years and older at La Petite Academy. "Hopefully starting in January, infant care will be available too," Mrs. Southworth added.

For those adults enrolling in the evening classes there's child care available for infants through sixth graders at the First Christian Church while mom or dad "hit the books" at BRVTC.

(This babysitting service is funded by the Indiana Department of Public Instruction under Section 310 of the Adult Education Act P.L. 91-230 as amended.)

ABE classes are geared for adults who need basic education in math, reading and writing. Although these adult students are of average or above average intelligence, they may never have had the opportunity to learn how read or write, Mrs. Southworth pointed out. She also added that their ages range from 16 — the minimum enrollment age — through the 60s

Others may have left school because of home problems or marriage. Still for others, things may have been too tense at home to cope with school too. Others are slow learners who've just been passed from grade to grade to get them out of school.

Some ABE students have turned into impressive success stories:

• Mrs. Southworth recalled: "We had one lady come in with a low education. She could barely read or write. She was here only 1¼ to 2 years and passed her GED." (The GED — general equivalency diploma — is the equivalent of the high school diploma.)

• Bill Lyon, the daytime teacher, remembered another woman who was hardly able to multiply and divide when she enrolled last June. Now she's happily delving into the challenges of algebra. Her reading level was low but that, too, has "increased measurably" in a few short months.

Besides helping students with the basics of reading, writing and math, Mrs. Southworth explained that the ABE curriculum teaches "life coping" skills. These, the ABE recruiter, listed as "consumer economics, health, community resources, occupational knowledge (job seeking skills, etc.), government and law."

Foreign students have utilized the ABE classes as a means of learning English. Right now there are two Laotians, one Korean, one Vietnamese and one German attending ABE classes.

The ABE classes, funded by local, state and federal funds, serve Shelby and Hancock Counties. Classes in latter county meet at the Bradley United Methodist Church, New Palestine High School and Mount Vernon High School in Fortville. Currently there are 312 students enrolled in ABE in the two counties. Mrs. Vicki Hobbs serves as the ABE director with a staff of 16.

The ABE classes here at BRVTC "average 14-18 students per day and 10-20 at night," Mrs. Southworth reported.

It's not unusual to drop in the classrooms upstairs at BRVTC to see students smoking, drinking a Coke or munching pretzels while studying. Some may be quietly conversing with a friend over classwork.

"They're free to come and go as they like," Mrs. Southworth noted. "All students work at their own rate of speed and on their own materials. There's no grading and nothing's pass-fail."

A student takes one test when he enrolls. This determines what level he needs to begin his studies. Instructional materials "are adult oriented and we have materials for all levels," Mrs. Southworth pointed out.

Some ABE survey results pulled from Mrs. Southworth's files pointed out some disquieting statistics about educational levels in Shelby County.

• "Firm A" had 129 employees. Of these, 90 only had an eighth grade education and 70 of the workers couldn't read.

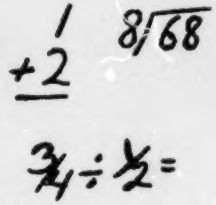
• The survey of "Firm B" shows 80 workers with an eighth grade education — five with a below eighth grade education.

So obviously a lot of Shelby County people could take advantage of ABE classes: the worker who wants to get a better job, the mother who wants her GED, the grandmother who simply wants to improve her reading skills.

And having children at home isn't an excuse for missing out on these classes!

Free Child Care

Learn to read
or read better



Learn arithematic
skills

Prepare for
high school
equivelancy
diploma

and also Life
coping skills

FREE child care will be provided for anyone attending Adult Basic Education at Blue River Vocational Technical Center Monday thru Thursday 9am - 4pm, and at the First Christian Church, 118 West Washington St. Monday and Thursday evenings from 6pm - 8pm. This is done in cooperation with LaPetite Academy and the First Christian Church. Enroll anytime. For more information call 392-4191 extension 38.

EVENING CHILD CARE

INFORMATION

Fill out completely and return:

CHILD'S NAME_____

NICKNAME_____

ADDRESS_____

TELEPHONE_____

AGE_____BIRTHDAY_____

PARENTS NAME_____

BROTHERS & SISTERS_____

CHILD'S SPECIAL INTEREST_____

CHILD'S SPECIAL SNACK_____

ALLERGIES_____

CLASSES OR COURSES TAKEN DURING EVENING_____

ROOM NOS._____

CHARGE:
25¢ each child each evening
Monday thru Thursday: Hours 5:45-9:15

ABE DAY CLASS

Mother or Father's Name_____

Child's Name _____

_____

_____

_____

Were the child care facilities adequate? Yes____ No____

Were the staff at the day care center friendly and considerate?

Yes____ No_____

Parents Comments:

ABE NIGHT CLASS

CHILD'S NAME _____

AGE _____ BIRTHDATE _____

ALLERGIES _____

_____

DISABILITIES _____

_____

PARENT'S NAME _____

Activities:

Parent Comment:

Activities:

Parent Comment:

Activities:

Parent Comment:

Activities:

Parent Comment:

PROGRESS RECORD

NAME_____

GOALS_____

ENTRANCE LEVEL SCORES MATH _____ READING _____

ON PUBLIC ASSISTANCE YES_____ NO_____

DATE	BOOK OR SKILL WORKING ON	DATE COMPLETED TEST SCORE

CONTACTS_____

TERMINATION FROM PROGRAM_____

REASON_____ LEVELS_____

19

R E G I S T R A T I O N

Date_____

Student Name_____

Address_____

_____ (Zip Code) _____

Telephone_____

Birthdate_____Age_____ Sex: Male_____Female_____

Are you a United States Citizen? Yes_____ No_____

Are you currently employed? Yes_____ No____

List last or current job held _____

Last grade of school attended?_____ When?_____

Last school attended?_____

Are you registered to vote? Yes_____ No_____

Where did you find out about our program?

_____Friends	_____Unemployment	_____Employer
_____Welfare	_____Newspaper	_____Radio
_____C.E.T.A.	_____Posters/Brochures	_____T.V.

Other (Specify)_____

For Program Use

Program_____

Placement Scores: Reading_____ Math_____APL_____

ESL_____ English_____ Other_____

Termination date_____

Reason_____

_____

LaPetite Learning Center
and
Blue River Vocational Technical Center

OUR POLICIES

Your LaPetite Academy welcomes all children ages 2 to 12 without discrimination of any sort. This school's licensed capacity is 70.

We open at 9am and close promptly at 4pm. It is important that you pick up your child within 15 minutes after leaving your ABE class; otherwise a late fee of $1.00 for the first 15 minutes and $2.00 for every 15 minutes thereafter.

We will be closed on all school holidays and Blue River Vocational-Technical Center snow days.

For your child's safety and to comply with State Standards, all enrollment papers must be completed before attendance. An Emergency Medical Authorization must be signed, and health records kept current at all times. In addition, your physician must provide a medical form stating your child is free from communicable and infectious disease and able to participate in group programs. We must have these forms immediately after enrollment or the child may no longer attend LaPetite.

At LaPetite, discipline consists of positive reinforcement. The use of physical punishment is not permitted.

Parents will provide LaPetite with the names of all persons authorized or not authorized to pick up their children, and your Director will record this information on the Enrollment Card. LaPetite assumes no liability if not properly advised.

A child must be left with a staff member upon arrival at the Center and a staff member must be notified when a student is leaving.

For your child's comfort, we ask you to bring a complete change of clothing (underwear, socks, outerwear) CLEARLY MARKED WITH HIS NAME. We will keep them in case of spills. We cannot replace lost articles.

In order that a child not be disappointed with a broken or lost toy, we prefer that they use the toys we provide. Please leave all toys at home with the exception of a soft toy for naptime or a toy to share on special occasions.

All LaPetite Children take a rest period after lunch. To protect your child's health, we provide a freshly sanitized cot and sheet each week.

Children who are ill MUST NOT be brought to LaPetite. Since we have no facilities to care for these children, anyone who becomes ill will be isolated and the parent notified to take him home.

Children requiring special care shall not be present in our regular programs without prior consultation and written approval of a qualified specilaist in the fields of medicine, psychology or special education.

Since snacks are served in the morning and afternoon, children should not bring food, snacks or gum unless arragements have been make for special events or birthday parties from bakers only.

Medication given a child at LaPetite must be authorized by a written statement from the physician or parent. All medication must remain in the original container, indicating the child's name, type and date of prescribed medication, amount and times of dosage. This statement must be renewed regularly.

Our Open Houses and special events are scheduled throughout the year so that your children can show you their accomplishments frequently. To help you evaluate your child's progress at the Center, parent-teacher conferences are held at regular intervals during the year. Your Director is always available should you have additional questions.

I have read LaPetite's policy and am aware of its provisions.

DATE_____

PARENT_____

DIRECTOR_____

ABE_____

CHILD CARE CENTER HEALTH RECORD

Indiana State Board of Health

Child's Name _____ Birth Date ___/___/___
(last) (first)

Street Address _____ City _____ Zip _____

Child lives with _____ Name _____ Telephone _____
(relationship)

MEDICAL HISTORY

Communicable Disease	Month/Year	Condition	Explain if present
Measles	_____	Allergies:	_____
Rubella (Ger. Measles)	_____		_____
Chickenpox	_____	Handicapping	_____
Mumps	_____	Conditions:	_____
Scarlet Fever	_____		_____
Whooping Cough	_____	Other:	_____
Other_____	_____		_____

PHYSICAL EXAMINATION

Date of Exam _____ **Age of Child** _____

Skin _____ Heart _____
Lymphnodes _____ Lungs _____
Eyes _____ Abdomen _____
Ears _____ Genitalia _____
Nasopharynx _____ Skeleton _____
Teeth & Mouth _____ Other _____

Note any unusual findings: _____
_____
_____
_____

Does this child have any health condition that would be hazardous either to him/herself or to other children in a group setting as a result of participation in normal activities (including sports)? No ___ Yes ___. If yes, what modification of normal activities would be necessary to protect the child and his/her classmates: _____
_____
_____
_____

Have you prescribed any medications or special routines which should be included in the center's plans for this child's activities No ___ Yes ___ : _____
_____
_____
_____

(over)

SBH23-034 7/77

HISTORY OF IMMUNIZATIONS & TESTS (indicate month/year)

	1	2	3	4	5
DTP/Td					
TOPV					

Measles ☐

Rubella ☐

*Mumps ☐

Intradermal TB Test: _____ _____
(date) (result)

NOTE: To be considered adequately immunized and tested, a child of age eighteen months or older should have received at least three DTP inoculations, three trivalent oral polio feedings, and inoculations against both measles and rubella. An intradermal tuberculin skin test must also have been performed and read.

Name of Physician Completing Form: _____ Tel. No._____
(please print)

Physician's Signature _____

*Recommended, but not required.

ADDITIONAL NOTES AND INSTRUCTIONS

La Petite			BRVTC/ABE	
In	Out		In	Out
____	_____	M	____	_____
____	_____	T	____	_____
____	_____	W	____	_____
____	_____	T	____	_____

Student_____

Child_____

A child must be left with a staff member upon arrival at LaPetite and a staff member must be notified when a child is leaving

It is important that you pick up your child within 15 minutes after leaving your ABE class otherwise a late fee of $1.00 for the first 15 minutes and $2.00 for every 15 minutes thereafter will be charged.

Date_____

CHILDREN'S ACTIVITIES

LaPetite Day Care Center:

Kindergarten class
Pre-kindergarten class
Outside play
Manipulating toys
Circle games
Music
Exercise time - balance beams etc.
Paper pencil exercises
Scheduled rest period

(lunch provided as well as morning or afternoon snacks)

First Christian Church - evening care:

Paper pencil exercises
Games
Crafts
Exercise games
Music - listen and read along records and books
Story time

PARENT'S COMMENTS

LaPetite Day Care Center:

Staff cheerful and friendly to children.

My son liked it except for the rest period time. (There is a scheduled rest period time)

Felt that nap time was best determined by child.

Has helped get child (ESL) ready for first grade.

Child liked being with other children. Has helped to learn how to share and get along with other children. (an only child)

First Christian Church - evening care:

Felt they were well taken care of and was good for them as they have never been left with anyone else before. (2½ year old and 6 months old)

Well taken care of and enjoyed time spent there.

II. LEGAL AND INSURANCE ISSUES

A. Legal Recommendations of: Mr. Robert W. Adams
School Board Attorney, Blue River Vocational Technical Center
(BA Wabash College 1964, JD Northwestern University 1967)

The best legal option for providing child care services for adult basic education students is to contract with a third party expert. A written, signed contract or agreement must exist. Under the law, third party contractors are given special defenses.

After the contract is entered into, it is still advisable to conduct a periodic review (possibly weekly) to check on possible fraud or neglect of duty. The A.B.E. program has a duty on entrusting children to a third party, so some element of liability does exist. A signed release of responsibility should be obtained from the parent students at least once a year.

All sites of A.B.E. program operation should be listed on insurance policies including child care sites. Thus, an educational insured activity will be defended by the school corporation (or other L.E.A.) if in the line of duty. Defense would be paid, but not damages.

A.B.E. programs providing child care services in a direct manner are strongly discouraged. Staff members must be conversant with child welfare regulations. In addition to a release of responsibility, it is necessary to obtain certain medical information.

Providing child care at the same location as the A.B.E. class is preferable. Don't advertise services in terms of child care rendered, rather someone will watch children if necessary. At student's registration, a signed release of the A.B.E. program from responsibility should be obtained. Some caution should be given to the quality of staff hired for child care. Use of vol-

unteers adds an uncontrollable element to the situation. Provision of on-site child care should be limited to a short time framework such as two hours. No fees for services should be collected.

A sample third-party contract and two responsibility release for are included.

AGREEMENT FOR CHILD CARE OF
CHILDREN OF STUDENTS ATTENDING
BLUE RIVER VOCATIONAL
TECHNICAL CENTER

This agreement entered into by and between the Blue River Vocational Technical Center, a jointly established public vocational school under the laws of the State of Indiana having its principal place of business in Shelby County, Indiana, (hereinafter designated "BRVTC") and La Petite Academy, havings its principal place of business at 1111 West McKay Road, Shelbyville, Indiana, WITNESSETH:

WHEREAS, BRVTC as a public vocational school under the laws of the State of Indiana has a responsibility to provide adult vocational education to parents of children in the area served by BRVTC; and

WHEREAS, certain funding is available to provide for the payment for care of children of students of BRVTC while they are attending classes at the BRVTC; and

WHEREAS, the parties desire to provide that La Petite Academy shall provide and care for children of students of the BRVTC while they are attending classes at the vocational school.

IT IS, THEREFORE, MUTUALLY AGREED between the parties, as follows:

1. That from time to time BRVTC shall designate students and their children who shall be eligible to receive payment for child care while the parents are attending the classes at the BRVTC.

2. The La Petite Learning Academy shall provide customary and usual supervision and care of said students while their parents are attending the BRVTC classes.

3. This agreement shall only designate and clarify the relations existing between the parties for the parents and children designated, and no enforceable right is granted to La Petite Academy to render child care services for any period of time or any number of children. La Petite Academy reserves the right to control any and all students and to decline to provide care and supervision for any child in the discretion of La Petite Academy, in the event that it deems it undesirable or not in the best interest of La Petite Academy to provide for the care and supervision of any child.

4. BRVTC shall not provide or direct the supervision or care of the children while they are in the La Petite Academy, and La Petite Academy shall provide the specific care and supervision of the children of students of the BRVTC in the manner they deem most appropriate in its discretion as a child day care center. The La Petite Academy shall make all decisions concerning the specific means and manner in which the children are cared for and supervised.

5. The status of La Petite Academy shall be that of an independent contractor under this agreement, and not in any manner as an agent, partner, joint venturer or other similar relationship with BRVTC. The compensation to be paid La Petite Academy shall be according to such rate or schedules as the parties may agree upon from time to time.

6. La Petite shall cooperate in filing claims and showing proof of rendering of services in accordance with this agreement and applicable law of the State of Indiana.

7. This agreement shall be in effect from the date hereof through the 31st day of December of the year in which this agreement is signed, and shall be automatically renewed for subsequent additional one (1) year periods at the end of each year, provided: either party may terminate this agreement by giving thirty (30) days notice to the other party in writing

at the last known address of the other party placing such written notice in the mail first class, postage prepaid directed to the other party at the principal place of business of the other party in the case of BRVTC and to 1111 West McKay Road, Shelbyville, Indiana in the case of La Petite Academy, which said notice shall state a notice of termination of the contract effective at least thirty (30) days from date of mailing.

Dated this _____ day of _____, 198___.

BLUE RIVER VOCATIONAL TECHNICAL CENTER

By_____
President of Governing Board

ATTEST:

_____
Secretary of Governing Board

LA PETITE ACADEMY

By_____

AUTHORIZATION FOR CHILD CARE AND
RELEASE OF BLUE RIVER VOCATIONAL
TECHNICAL CENTER FROM LIABILITY

The undersigned _____,
(Names of Parents)
in their capacity as parents and as natural or legal guardians of the following children _____
(Names of Children)
_____,
do hereby request and authorize that the above named children be cared for in the La Petite Academy, 1111 West McKay Road, Shelbyville, Indiana, while one (1) or both of the above parents attend classes at the Blue River Vocational Technical Center (herein designated "BRVTC"); the undersigned parents clearly understand that BRVTC does not and will not supervise the children of the undersigned or assume any responsibility in connection with the children. The undersigned agree that they will look solely to the La Petite Academy for the children's care; and the undersigned parents for themselves and on behalf of their children, fully and irrevocably release and discharge BRVTC and its agents and employees from and for any liability, damage and expense, of any type whatsoever, which may directly or indirectly result or occur as a result of the above named children being present in or cared for in the La Petite Learning Academy.

Dated this _____ day of _____, 198___.

_____
(Parent)

_____
(Parent)

ACKNOWLEDGMENT BY PARENT AND RELEASE FOR CHILDREN BROUGHT TO CLASSES OF BLUE RIVER VOCATIONAL TECHNICAL CENTER

I hereby acknowledge that in the event that I bring any children with me to a class of the Blue River Vocational Technical Center (hereinafter designated "BRVTC"), that I will retain responsibility for the children while they are at the BRVTC. I understand that the BRVTC does not encourage bringing children to a class, but in order to foster adult education and assistance, BRVTC may permit children to be brought to a class and assign BRVTC personnel to help me look after the children while the class is being conducted. I understand that the personnel of the BRVTC that might help me supervise the children is not licensed or trained to care for children, and, therefore, I assume for myself and as natural or legal guardian of the children any risk of injury or illness that might occur to the children. I further understand that the place or facility where the children are cared for in such instance is probably not an approved or licensed place or facility for child care, but I assume for myself and as natural or legal guardian for the children any risk of injury or illness to the children that may occur by the use of such unapproved facilities for child care.

Dated this _____ day of _____, 1980.

_____
(Parent)

_____
(Parent)

B.

Observations and recommendations of Jack G. Harris, Vice President, Insurance Audit and Inspection Company, 6525 East 82nd Street, Suite 206, Indianapolis, Indiana 46250.

The Federal Adult Education Act, Public Law 91-230 III as amended allows use of adult education program funds for child care.

Blue River Vocational Technical Center is a designee in an Adult Education Pilot Project to develop information about the legal, logistical and programmatic issues involved in providing child care services.

We understand that you have contracted with a local, licensed child care center for daytime care at their premises and that at commencement of the next school term there will be an arrangement for care until 9 pm during the period of two evening classes each week at the same child care center or a local elementary school.

The Vocational Technical Center provides no transportation, but parents requiring transportation have signed a private agreement with the child care center which owns and operates a van for such transportation.

Any facility used for child care should be state licensed and approved and, additionally, it would be well if such facility was in compliance with the General Requirements for Educational Occupancies of the National Fire Protection Association Life Safety Code 1970, particularly as to exit arrangements in Section 9-3111 which stipulates that rooms used for kindergarten pupils shall not be located above or below the floor of exit discharge.

Civil liabilities may arise either from contracts or from torts. Tort liability, often called public liability, arises from breaches of duties owed to particular persons and the source of legal duty may be common law or statutory law or both.

The legal liability loss exposures of an organization are dependent upon the party who has been harmed by the organizations breach of duty. A homeowner owes a different degree of care to an invitee than to a trespasser.

The State of Indiana has, in recent years, removed traditional immunities and expanded the base of recovery for tortious conduct. Under the Indiana Tort Claims Act, a governmental entity or an employee acting within the scope of his employment continues to hold sovereign immunity for fourteen listed acts, ommissions or conditions including (6) the performance of a discretionary function.

The state is not immune from suits for tortious acts in a proprietary capacity except for the condition of unimproved property or the temporary condition of a public thoroughfare resulting from weather.

The definition of political subdivision of the state includes a "(IX) School Corporation".

A governmental entity is not liable for punitive damages and the aggregate liability of all entities is limited to $300,000 per person and $5,000,000 per occurrence.

A government employee or official who has discretionary functions enjoys immunity for acts within the scope of his employment and further, a judgment or settlement in an action against a governmental entity bars an action by the claimant against an employee whose conduct gave rise to the claim.

A public employee is not personally liable on contracts entered into within the scope of his employment for a governmental entity.

Under Section 34-4-16.5-18, a governmental entity may purchase insurance to cover the liability of itself or its employees.

Blue River Vocational Technical Center carries Fidelity and Guaranty Insurance Company Policy SMP590466 in force to January 1, 1982 and covering under Section II liability,

liability for bodily injury to limits of $300/300,000 and liability for property damage to $200/200,000. American States Insurance Company umbrella liability policy SU13956 in force to September 1, 1980 is to a limit of $5,000,000 each occurrence and annual aggregate and sits above the limits provided by Fidelity and Guaranty.

The primary and governing insurance is SMP590466 and, as amended by the Comprehensive General Liability Supplement. It properly includes employees as additional insureds and covers contractual liability and personal injury liability meaning libel, slander, defamation, false arrest, wrongful entry or eviction and similar offense.

Limits, combined with umbrella limits are adequate under the state law.

CURRENTLY EXISTING ALTERNATIVES

A. Cooperation with Vocational Education

Vocational education has been linked closely with adult education in many school corporations in Indiana. Often administrative as well as instructional staff share responsibilities in both areas. This has led to a natural coordination with secondary vocational child care training programs in several locations.

Vocational high school credit courses in child care are offered through six school corporations in the state. This two-semester course is offered for students interested in the care and guidance of children. Subject matter deals with the understanding and handling of young children as related to their care in day care centers, nursery schools, etc. Students get practical experience working with children under the supervision of a qualified instructor. During the school year, these classes provide an opportunity for adult students with preschool children to attend adult classes while their children help with vocational training. When the locations of the parents' classes and the child care class are adjacent, the arrangement is very convenient. The cost for children's participation is free or minimal based on parental income. Most school corporations also provide at least one hour of class per week for parents of participating children in areas of child development and parenting.

This type of alternative would only be available while the high school credit class was being offered. Muncie Area Career Center, however, draws on the training of its vocational students during after school hours as well. Through the Vocational Work-Study Program, students are hired by the school and given the responsibility of providing child care services at sites in the community where A.B.E., G.E.D., and Adult High School credit classes are offered in the evenings. Adult students register their children as they register for class and pay 25¢ per three

hour evening for organized care of their children. Though the vocational work-study students plan and carry out the child care activities, the students are responsible to an adult instructor at the site. A ratio of no more than 10 children to one staff person is maintained depending on the ages of participating children.

Submit in Duplicate to: State Board of Vocational & Technical Education, 401 Illinois Bldg., Indpls., IN 46204

APPLICATION AND AGREEMENT TO PARTICIPATE IN THE VOCATIONAL WORK-STUDY PROGRAM

Local Education Agency _____ County _____

Address _____ City _____

Name of Work-Study Supervisor _____

SBVTE Approved Program(s) Offered by above Agency (Check as Appropriate)

Agriculture _____ Home Economics _____ Trade-Industrial _____ Technical _____

Distributive _____ Health _____ Special Needs _____ Office _____

The above Local Educational Agency agrees to participate in the Vocational Work-Study Program pursuant to P.L. 94-482 and the Indiana State Plan for Vocational Education in accordance with the following conditions:

Signature: _____ Date _____

Superintendent or Vocational Director

(1) Eligible Students: Employment under the work-study program will be furnished to a student who (1) has been accepted for enrollment or is in good standing and in full-time attendance as a full-time student in a program which meets the standards prescribed by the State Board and the local educational agency for vocational education programs under P.L. 94-482 (2) is in need of the earnings from such employment to commence or continue the vocational education program; and (3) is at least fifteen years of age and less then twenty-one years of age at the date of the commencement of employment and is capable in the opinion of the appropriate school authorities of maintaining good standing in the school program while employed under the work-study program.

(2) Limitations on Hours and Compensation: No student shall be employed more than 20 hours in any week in which classes in which the student is enrolled are in session or for compensation in excess of the hourly rate prevailing in the area for persons performing similar duties.

During summers and/or vacations when school is not in session there is no limitation upon the hours of employment or the amount of compensation which the student may earn. The total summer earnings shall not be limited by or have the effect of limiting the compensation paid to the student for the academic year.

(3) Employment for Public Agency or Institution: Employment under work-study programs will be for the local educational agency or for some other public agency or institution (federal, state, or local) pursuant to a written arrangement between the local education agency and such other agency or institution. Work so performed will be adequately supervised and directed and will not supplant present employees of such agency or institution who ordinarily perform such work. In those instances where employment is for a federal agency or institution the agreement will state that students so employed are not federal employees for any purpose.

(4) Maintenance of Effort: In each fiscal year during which work-study programs remain in effect, the local education agency shall expend (from sources other than payments from Federal funds under this program) for employment of its students (whether or not employment is eligible for assistance under this program) an amount that is not less than its average annual expenditure for work-study programs of a similar nature during three (3) fiscal years preceding the fiscal year in which the work-study program is approved.

(5) Records: The educational agency agrees to keep complete and accurate records of time worked, payroll vouchers, and other backup data for Federal or State audit.

(6) Administration: Work-Study programs shall be administered by the local education agency and shall be made reasonably available (to the extent of funds available) to all youths in the area served by the agency who are able to meet the requirements above. The cost of administration of the work-study program shall be supported with non-Federal funds and in addition to those non-Federal funds required for the 50% match required for student compensation.

(7) Agency Work-Study Budget Estimate: The above named education agency agrees to provide at least 50% of the total cost of the payment of compensation to students employed in the work-study program.

In School Program $_____ + Summer Program $_____

= Total Program Amount Requested $_____
(Includes Local & SBVTE Funds)

ESTIMATED TOTAL NUMBER OF STUDENTS TO PARTICIPATE IN PROGRAM _____

STATE BOARD USE ONLY

Total Budget Approved $_____ Source of Funds

Approved _____ Federal $_____

Approved as Amended _____

Not Approved _____ Local $_____

Signature_____
State Director of Vocational Education

Date_____

B.

COOPERATION WITH OTHER AGENCIES

The 1980-82 Indiana Adult Education State Plan, Goal VI, page 71 states:

> "One of the strongest requirements in the new adult education legislation is that states must "significantly expand" the delivery of adult education services through the use of agencies, institutions, and organizations other than the public schools. Although local programs now utilize other agencies as class sites and as referral agents, few currently report that other agencies act as providers of transportation, day care, counseling and testing, or health services --i.e., the type of services which directly assist students to reach their educational objectives. On the other hand, a survey of available resources shows that there are agencies with the missions, funds, and interest in providing assistance, especially in urban areas."

A number of Adult Basic Education programs in Indiana were utilizing other agencies for child care long before the federal and state thrusts required it.

In Evansville, the site of an east side ABE/GED class is a church. The "Friendship Ministries", an elderly women's group in the church, provides free child care 2½ hours per day, three days per week while parents attend the class. There is one adult supervising every 4-5 children. This cooperative arrangement has brought good publicity both for the A.B.E. class and the church. One class day per month is devoted to special programs for the adult students including such topics as employment skills, tax and insurance information, and Junior League presentations on stress, anxiety, and child abuse.

In Gary, the schools provide the ABE/GED/ESL instructional package for adults and LAFEP (Latin American Family Education Project) provides child care for students while they are attending classes. This service is free to adult students. A guided

learning program is conducted for the children by a caring staff, and school-age children are tutored with their homework.

In Columbus, the adult programs are coordinating with an agency called Children, Incorporated. Child care services are available 6 am to 1 am daily at fees of 25¢ to $1.00 per hour based on parental income. Day care centers run by Children, Inc. are located at several sites throughout the city. The adult education staff in Columbus, as well as in other communities, maintains a list of qualified babysitters. Developmental Services, Inc. compiles this listing in Columbus. The Shelby County Jayshees have compiled a similar listing in Shelbyville.

Many communities (34) also have Headstart projects available for 3-5 year olds. Federal income guidelines must be met to qualify for this program. The four componants of this comprehensive program include education, social services, medical services, and parent involvement.

Financial sources available to these agencies providing child care services are the United Fund, Community Development funds, federal and local grants, and business and private funds.

C. Use of Paraprofessionals

The Adult Basic Education Program Funding Policies Basic Foundation Level Program recommends that the cost of a paraprofessional be requested when a class has an hourly attendance of 20 or more. Further "Requests for paraprofessionals in classrooms with an enrollment of fewer than 20 will be evaluated by taking into consideration such factors as the students served, the instructional objectives, and the specific responsibilities of the paraprofessionals."

Adult Basic Education programs eligible for funding of paraprofessionals under the Basic Foundation Level Program have the flexibility to use these persons in ways best meeting program priorities. The characteristics of Project Ole' in East Chicago require that free on-site child care be provided for A.B.E./ E.S.L. students while they attend class. For this reason, some paraprofessionals in that program are given the responsibility of providing child care services rather than aiding a teacher in a classroom.

Local program needs, goals, and objectives are the major factors in this kind of local staffing decision. Further funding (above BFL) for paraprofessionals used in this way would be at the discretion of Department of Public Instruction, Division of Adult and Community Education.

PARENTING BIBLIOGRAPHY

BOOKS

A SIGH OF RELIEF
by Martha Green
Bantam Books

FAMILY PLANNING
Follet Publishing Co.

SURVIVAL HANDBOOK FOR PRESCHOOL MOTHERS
Follet Publishing Co.

ADULT BASIC EDUCATION FOR PERSONAL AND FAMILY DEVELOPMENT
National University Extension Assocation

EFFECTIVE SERVICE FOR UNMARRIED PARENTS AND THEIR CHILDREN
Family Service Ass. of America

ALCOHOL: A FAMILY AFFAIR
by John E. Keller
Kroc Foundation

A KID'S GUIDE TO UNDERSTANDING PARENTS
by Joy Wilt
Educational Products Division Word, Inc.

SOMETIMES I'M JEALOUS
by Jane Werner Watson
Golden Press

SOMETIMES I'M AFRAID
by Jane Werner Watson
Golden Press

YOUR FAMILY
Steck-Vaughn Co.

FAMILY MONEY MANAGEMENT
Steck-Vaughn Co.

HEAD OF HOUSEHOLD - ACCENT/ FAMILY FINANCES
Follet Publishing Co.

FAMILY OF FIVE - ACCENT/ FAMILY FINANCES
Follet Publishing Co.

JUST MARRIED - ACCENT/ FAMILY FINANCES
Follet Publishing Co.

AFTER SCHOOL IS OUT (workbook) Getting Along Series
Frank E. Richards Publ. Co.

PLANNING YOUR FAMILY (booklet)
New Reader's Press

BABY AND THE FAMILY (booklet)
New Reader's Press

PRENATAL CARE, GIVING BIRTH, THE FIRST SIX WEEKS (booklets)

New Reader's Press

PREVENTING MENTAL RETARDATION CONCEPTION AND PREGNANCY (booklets)

New Reader's Press

COPING WITH CHILDREN's MISBEHAVIOR

Hawthorne Books, Inc.

ABOUT BABYSITTING (Booklet)

Channing L. Bete Co.,Inc.

HELPING YOUR HANDICAPPED CHILD (booklet)

New Readers Press

IT COULD HAPPEN TO YOU (booklet)

New Readers Press

FAMILY LIFE AND PRACTICE MATERIAL FOR FAMILY LIFE (workbook)

Frank E. Richards Pub. Co.

YOUR CHILD'S SELF-ESTEEM

Doubleday and Co.

THE FAMILY YOU BELONG TO

by Richard Turner
Follet Publishing Co.

BABYSITTERS HANDBOOK FOR EMERGENCY ACTIONS

Nat'l Fire Protection Assoc.

AGE OF TURMOIL

McGraw-Hill Book Co.

MEETING THE NEEDS OF ADOLESCENTS

McGraw-Hill Book Co.

PAMPHLETS

FAMILY THERAPHY HELP FOR TROUBLED FAMILIES
Public Affairs Pamphlets

THE ONE PARENT FAMILY
by Lucille Stein and Anna Wolf
Public Affairs Pamphlets

INFANT CARE
U. S Printing Office

PROTECTING YOUR FAMILY FROM ACCIDENTAL POISONING
Public Affairs Pamphlet

YOUR CHILD'S EMOTIONAL HEALTH
Public Affairs Pamphlet

MOVING INTO ADOLESCENCE: YOUR CHILD AND HIS PRETEENS
Superintendent of Documents
U. S. Government Printing Office

THE ADOLESCENT IN YOUR FAMILY
Superintendent of Documents
U. S. Government Printing Office

PARENT-TEENAGE COMMUNICATIONS
Public Affairs Pamphlet

YOUR CHILDREN AND THEIR GANGS
Superintendent of Documents
U.S. Government Printing Office

HOW TO BRING UP YOUR CHILDREN WITHOUT PREJUDICE
Public Affairs Pamphlet

STEPMOTHERS CAN BE NICE (#28)
Public Service Pamphlets

HOW TO CHOOSE A NURSERY SCHOOL
Public Affairs Pamphlet

YOUR CHILD FROM 1 TO 6
Superintendent of Documents
U. S. Government Printing Off.

WHEN YOUR CHILD IS SICK
Public Affairs Pamphlet

YOUR CHILD AND MONEY
Public Affairs Pamphlet

I WON'T, I WON't
Metropolitan Life Ins. (free)

FOOD BEFORE SIX
National Dairy Council (free)

BE GOOD TO YOUR BABY BEFORE IT IS BORN
Nat'l Foundation, March of Dimes

YOUR CHILD FROM 6 - 12
Universal Publ. and Dist. Corp.

PLANNING FOR PARENTHOOD
Cooperative Extension Service
Purdue University

A WHOLE NEW WORLD FOR BABY AND YOU
Wyeth Laboratories

BABY CARE

Parents' Magazine

CARING FOR YOUR NEW BABY

Wyeth Laboratories

BEFORE YOUR BABY IS BORN

Wyeth Laboratories

ONE PARENT...BETTER THAN NONE

Today's Health

DARE TO DISCIPLINE

Parents' Magazine
Better Homemaking

ON THE CARE AND FEEDING OF YOUR MARRIAGE

Cooperative Extension Ser.
Purdue University

BACK TO WHAT WOODSHED

Public Affairs Pamphlet

WORKSHOP / STUDY UNITS

SYSTEMATIC TRAINING FOR EFFECTIVE PARENTING
American Guidance Services, Inc.

EDUCATION IN FAMILY PLANNING
Lancaster-Lebanon

LOW INCOME TEACHING KIT ON CHILD DEVELOPMENT
U.S. Department of Agriculture

FILMS

CLEANLINESS AND HEALTH
(16mm film - 10 min.) Coronet Films

MANAGING THE FAMILY'S AFFAIRS
(set of 12 sound filmstrips) Eye Gate House

BRINGING UP YOUR CHILDREN "HEALTH CARE"
(set of 5 filmstrips) Multi Media

BRINGING UP YOUR CHILDREN - "DAY TO DAY WITH YOUR CHILD"
(set of 5 filmstrips) Multi - Media

THE EFFECTIVE PARENT - "LEARNING THROUGH PLAY"
(set of 5 fimstrips) Parents' Magazine Films

FROM SOCIABLE SIX TO NOISY NINE
McGraw-Hill Book Company

CHILDREN IN CRISIS "DEATH"
(set of 5 filmstrips) Parents' Magazine Films

CHILDREN IN CRISIS "ILLNESS"
(set of 5 filmstrips) Parents' Magazine Films

CHILDREN IN CRISIS "CHILD ABUSE AND NEGLECT"
(set of 5 filmstrips) Parents' Magazine Films

MEETING EMOTIONAL NEEDS IN CHILDHOOD
Encyclopedia Britannica Films

FEARS OF CHILDREN
Veteran's Administration, Central Office Film Library (free loan)

CHILDREN OF CHANGE

Audio Visual Center, Indiana University

IF THESE WERE YOUR CHILDREN

Metropolitan Life Insurance , (free loan)